

Treatment Purchase of Service Method of Procurement

Brief Description	Heads of purchasing agencies choose the most qualified from a list of qualified providers and negotiate a contract.
Bases for Use	<p>For health and social work professional services that may be needed from time to time, including but not limited to medical treatment, counseling, physical, occupational and other therapeutic services, and referral and case management for those services.</p> <p>If either or both of the following are applicable:</p> <ol style="list-style-type: none"> 1. Such services may become necessary from time to time, but cannot be anticipated accurately on an annual or biennial basis; and/or 2. Delaying treatment until the procurement process and contract formation can be completed would render the problem needing treatment worse than at the time of diagnosis or assessment.
Procedures	<p>Before the beginning of each fiscal year, a public notice issued by the State Procurement Office is published (newspaper and the Procurement Notices System website) describing the types of treatment services that may be periodically needed throughout the year and inviting providers to submit current statements of qualifications to the office of the administrator.</p> <p>A committee of at least 3 qualified employees evaluates submissions and other pertinent information and prepares a list of all qualified applicants.</p> <p>When the need to purchase arises, the head of the purchasing agency selects most qualified provider and a contract is negotiated. If negotiations fail, another provider is selected from the list.</p>
Solicitation Required	Solicitation for qualified providers who are interested in being placed on the list.
Term limit of contract	Contract is limited to one year unless waived by the chief procurement officer.
Monetary Cap	\$100,000 unless waived by the chief procurement officer.
Protests	None specified by statute.
Other Comments	The term “treatment” may be misleading. This method is not to be used for all treatment services, but only as specified in “Bases for Use” above.
Reference	<p>Hawaii Revised Statutes</p> <p style="text-align: center;">§103F-404</p> <p style="text-align: center;">and</p> <p>Administrative Rules</p>